

**DISTRICT TECHNOLOGY COORDINATOR / STAFF DEVELOPMENT AND CURRICULUM SUPPORT**

- QUALIFICATIONS:**
1. Knowledge of K-12 classroom curriculum and integration of technology
  2. Knowledge of computer platforms
  3. Knowledge of associated technology (i.e.; multimedia, internet, etc.)
  4. Teaching license
  5. Three years of successful classroom experience
  6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** District Administrator

**JOB GOAL:** To provide leadership in the ongoing development and improvement of the use of technology in the Waupaca School District, and to provide technical support for instructional technology. To assist in curriculum development. To assist in professional development of staff.

**PERFORMANCE RESPONSIBILITIES:**

Primary Responsibility:

1. Provide staff awareness;
2. Demonstrate to teachers how to integrate technology into the curriculum;
3. Assist with curriculum development (K-12);
4. Serve as a member of Education Technology Committee;
5. Evaluate the effectiveness of the Education Technology program;
6. Assist in the development of educational technology related policy;
7. Provide technical support for the district wide instructional technology;
8. Assists Director of Instruction with staff development/in-service programs;

Additional Duties as Time Allows:

1. Provide software training;
2. Provide equipment training;
3. Advise in technology purchase;
4. Assist with troubleshooting;

5. Coordinate and advise grant writing;
6. Support IMC, LAN's, and WAN;
7. Install hardware and software when needed;
8. Maintain and repair equipment and software;
9. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board Policy on Evaluation of Professional Personnel.